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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: 9 April 1953

FROM : Organization and Methods Service 

SUBJECT: Revised T/O within OCI

1. At the request of the Office of Current Intelligence, a study of the missions, functions and T/O of the reception and security activities of the Special Center has been made.

2. The original T/O, developed about two years ago now inadequately provides for the Special Center security measures. Backlogs now exist as a result of increased workload without proportionate T/C increases. In addition, the Assistant Director, OCI, is charged with responsibilities which can not be fulfilled with the present staff. An increase of  positions to a proposed total  appears desirable. No increase in personnel ceiling has been requested.

3. It is requested that you approve the attached T/O, subject to classification review, and return to the undersigned for implementation. The Assistant Director, OCI concurs in the proposed T/O.

Assistant Management Officer

CONCURRENCE:

*If approved, funds can be made available.*

COMPTROLLER

*9 April 1953*  
Date